


## Fax Instruction for Buttrick 342 printer

(Fax Number 404-471-6369)



### How to Fax

1. At the printer tap your ID Card on the PaperCut reader
2. Access approved message should appear - **Click Ok**
3. On display screen - **Select Fax**
4. Enter Fax number in the box then -**Select OK**
  - **Local** calls type "9", then area code and fax number
  - **Long distance** (US) type "9", then "1" the area code and fax number type "#" then your long distance code
  - **International** calls type "9", then "011" and the country code and fax number type "#" then your long distance code
5. Select Green **Send Fax** button at the top of the screen
  - When document is finished sending **Status** should read "**success**"
6. Select **OK** and select Home  button
7. Sign out by selecting the **Sign Out** button

Long distance code numbers are provided by telecommunication (x6480)